



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY

Vacancy Announcement #2017 - 07

Position:	Procurement Specialist Regular full-time position
Number of Vacancies:	One
Location:	Minneapolis
Posting Date:	April 7, 2017
Classification:	CL/26 Promotion potential to CL 27 after one year
Salary Range:	CL/26 \$46,759 - \$75,991 CL/27 \$51,377 - \$83,480
Closing Date:	All applications will be given consideration commencing April 21 until the position is filled
Area of Consideration:	Open to all sources

OVERVIEW OF THE DISTRICT OF MINNESOTA

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. The U.S. District Court, District of Minnesota is composed of seven district judges, six senior district judges, eight magistrate judges, one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Services Office staff.

INTRODUCTION

This position is located in the Clerk's Office in the Minneapolis Courthouse of the U.S. District Court for the District of Minnesota. The incumbent serves as the Procurement Specialist and provides support to the operations of the U.S. District Court.

REPRESENTATIVE DUTIES

- Ensure adherence to the *Guide to Judiciary Policy* and other applicable federal laws and regulations concerning procurement practices and procedures.
- Obtain and maintain Contracting Officer certification by completing initial training requirements and biennial continuing education requirements as certified by the Procurement Liaison Officer. As Contracting Officer, process and sign purchase orders and contracts for the purchase of products and services. Provide contract administration and oversight.
- Procure supplies, equipment, services, and furnishings from government and nongovernment sources through new contracts, competitive bids, or existing government contracts. Seek lowest cost options available. Plan and coordinate time and delivery of purchases.
- Procure Reimbursable Work Authorizations (RWA) for facilities projects, including communications with General Services Administration (GSA), provide status updates to the Clerk, and follow up on deadlines.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Respond to requests for information and clarification from department staff regarding procurement rules, regulations, and policies.
- Research, analyze, and evaluate suppliers based on price, quality, availability, and distribution capabilities. Research products and equipment and prepare specifications, solicitations, and Requests for Proposals (RFPs).
- Negotiate with vendors for the best price options. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts.
- Establish and maintain sound professional relationships with suppliers. Resolve issues associated with terms and conditions of service agreements.
- Check deliveries and invoices against purchase orders for type, quantity, and condition.
- Process bills and invoices for payment to vendors and contractors in JIFMS, including preparing payment vouchers, referencing and closing outstanding obligating documents, and obtaining proper approvals.
- Execute and maintain Court Reporters' and Interpreters' contracts, and process invoices.
- Research procurement, administrative, and operational questions, problems, trends, and areas for efficiencies/improvements related to the procurement area.
- Conduct product/project research, and prepare and present findings and recommendations to senior management.
- Make procurement recommendations to the court unit executives. Recommend cyclical replacement of accountable property.
- Back-up to receive deliveries at dock.
- Perform other office duties as assigned.

ENVIRONMENTAL DEMANDS

- Work is normally performed in an office setting.
- Frequent lifting of boxes and moving of equipment may be required.
- Some travel may be required.

MINIMUM QUALIFICATIONS

- Two years of specialized experience, including at least one year equivalent to work at the CL-25. Specialized experience includes progressively responsible experience that provided knowledge of the rules, regulations, procedures, and practices of procurement administration, and involved the routine use of automated procurement systems and applications.
- Already possess or the ability to obtain and maintain Contracting Officer Contracting Program certification level 1 and 3.
- Proven skill and accuracy in mathematical calculations and data entry; and the ability to learn the federal judiciary financial systems.
- Demonstrated skill in negotiating terms and conditions of service and contracts with vendors.
- Demonstrated ability to prepare and maintain purchase orders and other similar documents, as well as maintaining detailed records.
- Proven ability to successfully multitask, be proactive, and highly self-motivated.
- Demonstrated ability to conduct in-depth research, analyze options, and manage complex procurement and financial issues.
- Possess excellent interpersonal, as well as oral and written communication skills.
- Demonstrated ability to maintain confidentiality, and a strong sense of personal and professional integrity.
- Extensive experience with and knowledge of MS Office products, such as Word, Excel, and Adobe Acrobat.

PREFERRED QUALIFICATIONS

- A Bachelor's Degree in Accounting, Finance, Business Administration, or related field is preferred.
- Knowledge of general government procurement policies and procedures and financial systems and protocols needed to maintain purchase order information and invoice payment processing is preferred.

CONDITIONS OF EMPLOYMENT

The United States District Court requires employees to adhere to a Code of Conduct Policy. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All final candidates are subject to FBI fingerprints and background investigation, including criminal history. The individual hired to perform the duties for this position may be subject to further background investigations when necessary.

BENEFITS

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. This generous benefits package includes paid annual and sick leave, health insurance, disability and life insurance, long-term care, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employer's matching contributions.

APPLICATION PROCESS

Qualified candidates should email cover letter and resume to:

hr-usdc@mnd.uscourts.gov

Please enter "Application for Procurement Specialist Position" in the email subject line.

All documents should be combined and emailed as one PDF attachment.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.**

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the judge may select a candidate from the qualified applicants.

An Equal Opportunity Employer